

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**



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**22 MARCH 1999**

**Personnel**

## **ANNUAL ACQUISITION AWARDS PROGRAMS**

### **COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air Force Instruction (AFI) implements Air Force Policy Directive 36-28, *Awards and Decorations*, establishing annual award programs for outstanding performance in: contracting, acquisition management, competition, and value engineering. It explains eligibility, nomination procedures and award selection criteria. It does not apply to Air National Guard units. Major commands (MAJCOM), field operating agencies (FOA), direct reporting units (DRU), the Air Force Secretariat, and Headquarters US Air Force ensure all organizations have the opportunity to nominate eligible units and individuals for awards as described in this instruction, forward nominees for competition at Air Force level, and arrange local recognition. Awards are presented annually for achievements during the previous year. Contracting, competition, and value engineering awards are based on fiscal year. The acquisition management team award is based on a calendar year. Selection panels may withhold an award due to lack of competition or when nominees' achievements are not considered deserving of Air Force recognition. Recipients of individual or team awards described in this instruction are authorized to wear the Air Force Recognition Ribbon (military) or the Air Force Recognition Lapel Pin (civilian).

### **PRIVACY ACT STATEMENT**

This Instruction requires maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, 10 U.S.C. 857, and Executive Order 9397. Air Force Privacy Act system of records notice F900 AF MP A, Awards and Decorations, applies.

**(AFMC)** This supplement does not apply to the Air National Guard or US Air Force Reserve units and members.

**SUMMARY OF REVISIONS**

This initial revision of AFI 36-2835 adds definitions of unit categories for the contracting awards in **Chapter 1**; recategorizes the awards in recategorizes the awards in **Chapter 3** along with their types and criteria; adds reference to DRUs where previously omitted; clarifies evaluation criteria for all awards and prescribes written formats for nomination procedures in each category of award, stipulating use of the April 1995 version of AF Form 1206, **Nomination for Award**, with reverse side as appropriate; and reformats all tables to provide rule numbers with corresponding categories. All revisions in this instruction are marked with a | . Where a chapter has undergone major revision, the chapter heading is thus marked.

(AFMC) This supplement implements AFPD 36-28, *Awards and Decorations Programs*.

**AFI 36-2835, 1 July 1996, is supplemented as follows:**

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## Chapter 1

### CONTRACTING AWARDS

**1.1. Nomination Responsibilities and Procedures.** MAJCOMs, FOAs, and DRUs will submit nominations as identified in [Table 1.1](#).

**1.1. (AFMC) Nominations Responsibilities and Procedures.** AFMC Outstanding Contracting Unit, Outstanding Officer in Contracting, and Outstanding Civilian in Contracting awards will be given in each of the following categories: Operational, Specialized, Science & Technology (S&T), Systems, and Logistics. Each AFMC center, including the Air Force Research Laboratory, may submit a nominee in each award category, as appropriate. Research and development actions that normally precede and are directly related to systems development fall under the Systems, not the S&T, category. SAF/AQC maintains a listing of units eligible to compete in the “specialized” category. Send all nomination packages by transmittal letter to arrive at HQ AFMC/PKX by 31 October. The Center Director/Deputy Director of Contracting should sign the transmittal letter. HQ AFMC/PK will forward the nominations for Air Force awards to SAF/AQC after major command evaluation and endorsement. Any changes will be coordinated with the nominating organization. Organizations are responsible for advising HQ AFMC/PKX of any name or rank changes for AFMC award winners and Air Force nominees.

#### 1.2. Definitions of Unit Categories.

1.2.1. Operational. This category applies to base level operational contracting squadrons and divisions in Air Force Materiel Command and operational contracting squadrons and divisions in operational commands. An operational unit provides contractual support for base operations support or mission operations support.

1.2.2. Specialized. This category applies to (a) a buying office with a primary mission to provide unique support in other than operational, systems, or science and technology. Typically, the unit has a mission of command-wide or Air Force-wide support as opposed to supporting only one base, or has a mission to acquire non-standard supplies and services or special studies and analyses; (b) a non-buying activity that supports the contracting community, such as training centers; (c) a specialized unit may or may not be a contracting squadron; (d) for purposes of this instruction, a specialized flight within an operational unit is not considered a specialized unit.

1.2.2.1. SAF/AQCO designates units eligible to compete in this category and maintains a listing of all designated specialized units. To change designation, provide rationale to SAF/AQCO.

1.2.2.2. Specialized units submit nominations only in the specialized unit category.

1.2.3. Systems. This category applies to Integrated Weapon System Management (IWSM) (systems and logistics) support contracting at system program offices (SPO) and centers in Headquarters Air Force Materiel Command (HQ AFMC).

1.2.4. Science and Technology. This category applies to a unit whose primary mission is issuing and administering science and technology (6.1 basic research, 6.2 exploratory research, and 6.3A advanced research) contracts in direct support of a technical directorate in one of the four superlabs,

i.e., Armstrong Laboratory, Phillips Laboratory, Rome Laboratory, Wright Laboratory, or Air Force Office of Scientific Research (AFOSR).

### 1.3. Nomination Procedures.

1.3.1. Individuals in specialized units performing strictly base contracting functions (operational functions) may be submitted for operational awards. Except under extraordinary circumstances, do not nominate an individual for the same award won within the previous five years.

1.3.2. Nomination package includes the front side only of one AF Form 1206, "Nomination for Award" (April 1995 version with reverse side), and a supplemental information page (see [Figure 1.1](#) and [Figure 1.2](#)). Accompanying citation for each nomination may be submitted on an additional page. Submit any additional justification for the Secretary of the Air Force Professionalism in Contracting Award using the reverse side of the AF Form 1206. If a typewritten AF Form 1206 is submitted, minimum acceptable font size will be 10 pitch. Forward nominations to the Deputy Assistant Secretary (Contracting), Operational Contracting Division (SAF/AQCO), 1060 Air Force Pentagon, Washington DC, 20330-1060, by 20 January.

**1.4. Evaluation Criteria and Panel.** Criteria for each award are identified in [Table 1.2](#). The evaluation panel consists of at least three senior officials from within the office of the Deputy Assistant Secretary (Contracting) and will be chaired by the Deputy Assistant Secretary (Contracting).

**1.4. (AFMC) Evaluation Criteria and Panel.** The HQ AFMC selection panel will select winners for AFMC individual and unit awards and nominees for Air Force awards based on the criteria contained in the basic Air Force Instruction. Selections and nominations will not be final, however, until approved by HQ AFMC/PK. Unless HQ AFMC/PK specifies otherwise, the HQ AFMC selection committee will consist of:

- Chairperson - Deputy Director, HQ AFMC/PK.
- Members - Selected HQ AFMC Division Chiefs and the Command Contracting Superintendent.
- Recorder - HQ AFMC/PKX, Designee.

The HQ AFMC/PKT division chief and selected members of the HQ AFMC/PKT staff, as well as one other HQ AFMC/PK division chief, will select the AFMC Outstanding S&T Unit, Civilian, and Officer.

1.4.1. The Assistant Secretary (Acquisition) approves the Secretary of the Air Force Professionalism in Contracting Award. The panel approves all other award winners.

**1.5. Award Presentation.** The awards are normally presented in conjunction with the spring World-wide Contracting Conference arranged by SAF/AQC.

**1.6. Transportation.** The award winners' organization will provide funding for transportation and accommodations when the awards are presented.

**Table 1.1. Contracting Awards.**

R	A	B	C	D
U				and the MAJCOM/
L		and the type		FOA/DRU may
E	If the award category is	of award is	then the eligibility is	nominate
1	Outstanding Contracting Unit (Operational)	Unit	(1) Base-Level Contracting Squadrons/ Divisions (AFMC) (2) Operational Contracting Squadrons/Divisions in Operational Commands (see note 1)	1 unit
2	Outstanding Contracting Unit (Specialized)		(1) Contracting units at Management, Personnel, and Training Centers (2) Buying activities providing other than operational support. (see note 1)	
3	Outstanding Contracting Unit (Science and Technology (S&T) or Systems)		AFMC contracting units not identified as operational or designated specialized (see note 1)	AFMC may submit one nomination for systems and one for S&T Unit
4	Presidents Committee Award (Under Javits-Wagner-O'Day Act of 1971) (see note 2)		(1) command- or unit-level central and operational contracting squadrons/divisions in AFMC (2) operational contracting units at base level (see note 1)	1 unit

R	A	B	C	D
U				and the MAJCOM/
L		and the type		FOA/DRU may
E	If the award category is	of award is	then the eligibility is	nominate
5	Chairman's Award (Under Javits-Wagner-O'Day Act of 1971) (see note 2)	Individual	(1) military personnel in Air Force Specialty Code 64P4, 64P3, or 6C0X1 (2) civilian personnel in civil service series 1102, 1105 (see note 1)	1 military or civilian
6	Secretary of The Air Force Professionalism in Contracting		(1) military personnel in Air Force Specialty Code 64P4, 64P3, or 6C0X1 (2) civilian personnel in civil service series 1101, 1102, 1105, 1106 (3) two awards will be presented: supervisory (1) and nonsupervisory (1)	1 supervisory 1 nonsupervisory
7	Outstanding Staff Officer		officers, enlisted, and civilian personnel performing staff functions at MAJCOM, FOA, or NAF level	1 officer, enlisted, or civilian
8	Outstanding Pricing (see note 4)	Individual/ Team	military or civilian in any grade (see note 1)	1 individual or team of individuals
9	Outstanding Contracting Officer	Individual	military (2Lt to Lt Col) in AFSC 64P3 or 64P4 (see note 5)	1 each from Operational, Specialized, Systems or S&T Unit

R	A	B	C	D
U				and the MAJCOM/
L		and the type		FOA/DRU may
E	If the award category is	of award is	then the eligibility is	nominate
10	Outstanding Contracting Civilian		Civilian Personnel in Civil Service Series 1101, 1102, 1103 (US and Local National) (see note 5)	
11	Outstanding Contracting Enlisted Member		(1) Enlisted member in 6C0X1 AFSC (2) three awards will be presented (AB thru SRA [1]), NCO (Sgt thru TSgt [1]), Senior NCO (MSgt thru CMSgt [1])	1 each airman, NCO, and senior NCO
12	Outstanding Purchasing Specialist		(1) Airman (AB thru SRA) in Purchasing Career Path (2) Civilian in Civil Series 1105 (see note 1)	1 airman or civilian
13	Outstanding Contracting Support		(1) Enlisted member in AFSC 3A0X1 assigned to a contracting unit (2) Civilian in Civil Service Series 3XX ore 1106 assigned to a contracting unit (see note 1)	1 enlisted or civilian
14	Outstanding Contingency Contracting		officer, enlisted, or civilian who performed contingency contracting duties (see note 1)	1 officer, enlisted, or civilian
15	Outstanding Base-Level Quality Assurance Evaluator		any military member or civilian demonstrating major achievements in quality assurance with relation to monitoring contractor performance (see note 1)	1 military or civilian
16	Outstanding Reservist in Contracting		Reservist in any grade in AFSC 64PX or 6C0X1 who is not on extended active duty (see note 1)	1 reservist



**NOTES:**

1. One award will be presented.
2. The Javits-Wagner-O'Day Act of 1971 established a committee for the purpose directing selected commodities acquisition and federal government services to qualified workshops employing the blind and other severely handicapped persons.
3. Two awards will be presented.
4. Exceptional pricing efforts in completing acquisition actions including: price, cost, financial analysis or negotiation of contractor cost proposals, defective pricing settlements, progress payments, change orders, forward pricing rate agreements, claims, contracting officer decisions, etc.
5. Three awards will be presented: Operational, Specialized, and Systems or S & T.

**Table 1.1. (AFMC) Contracting Awards, Rule 7, Outstanding Staff Officer.** A command-level award should be given to both a military and a civilian headquarters staff officer - one of which will be the AFMC nominee for the Air Force award.

**Table 1.1. (Added-AFMC) Contracting Awards, Rule 17, AFMC Outstanding Achievement in Contracting Information Technology Award.** This award applies to military and civilian personnel or teams who have made a significant contribution to contract information technology. Nominations for individuals shall use the evaluation criteria in Line 7, "All Other Contracting Awards," of Table 1.2 of the basic Air Force Instruction. Team nominations shall use the evaluation criteria added by this supplement.

**Table 1.1. (Added-AFMC) Contracting Awards, Rule 18, AFMC Outstanding Clearance Review Award.** This award applies to civilians in the 1102-series and military personnel in AFSC 64P3 or 64P4 assigned to a business and contract clearance office, and may be on an individual or team basis. Nominations for individuals shall use the evaluation criteria in Line 7, "All Other Contracting Awards," of Table 1.2 of the basic Air Force Instruction. Team nominations shall use the evaluation criteria added by this supplement.

**Table 1.1. (Added-AFMC) Contracting Awards, Rule 19, AFMC Outstanding Contract Staff Award (field only).** This award applies to civilians in the 0301, 1101, 1102, or 1103 series and military personnel in AFSC 64P3 or 64P4 assigned to staff functions, other than pricing and business/contract clearance, to include policy or operations. This award shall use the evaluation criteria in Line 7, "All Other Contracting Awards," of Table 1.2 of the basic Air Force Instruction.

**NOTE:**

(AFMC) The above three awards added to Table 1.1 of AFI 36-2835 do not get forwarded to SAF/AQC.

**Table 1.2. Evaluation Criteria for Contracting Awards.**

L I N E	A	B
	Award	Evaluation Criteria
1	Outstanding Contracting Unit (All Categories)	- Mission accomplishment - satisfying customer needs - 33 1/3% - Contracting innovation and process improvement results - 33 1/3% - People training, recognition, and improvement programs - 33 1/3% (see notes 1 & 2)
2	President's Committee Award (Javits-Wagner-O'Day Act of 1971)	- Contribution to advancing requirements to the procurement list - 50% - Number of new items selected and awarded - 30% - Contributions to the handicapped community - 20% (see note 2)
3	Chairman's Award (Javits-Wagner-O'Day Act of 1971)	- Ability to identify, convey, and advocate the importance of the Javits-Wagner-O'Day Act of 1971 to others in the career field - 50% - Significant contribution to advancing requirements to the procurement list - 30% - Individual initiatives outside the career field to the handicapped community - 20% (see note 2)
4	Secretary of the Air Force Professionalism in Contracting Award	- Specific duty achievements during most recent fiscal year - 20% - Self-improvement efforts over the course of the individual's career - 20% - Professional qualities over the course of the individual's career - 20% - Contribution to advancing professionalism of others in the career field, over the course of the individual's career - 20% - Ability to convey contracting professionalism to others outside the field, over the course of the individual's career - 20%
5	Outstanding Pricing Award	- Specific achievements during the recent fiscal year. Description of short- and long-term impact on the mission - 50% - Innovative techniques, training programs, process improvements, etc., that were developed and used to meet mission objectives or contributed to advancing the capabilities of others both internal and external to the career field - 50% (see note 2)
6	Contingency Contracting Award	- Background and type of contingency (i.e., natural disaster, deployments, exercise, wartime, etc.) - 10% - Contingency support mission accomplishment and impact 60% - Management of available resources and or initiatives developed - 20% - Professional qualities - 10% (see note 2)
7	All Other Contracting Awards	- Specific duty achievements during the most recent fiscal year. Description of short- and long-term impact on the mission - 70% - Self-improvement efforts over the course of the individual's career - 20% - Professional qualities over the course of the individual's career - 10%

**NOTES:**

- a. Criteria may include quality initiatives.
- b. Criteria covers most recent fiscal year only.

**Table 1.2. (Added-AFMC) Evaluation Criteria for Contracting Awards, Rule 8.** The following evaluation criteria shall be used for team nominations for the AFMC Outstanding Achievement in Contracting Information Technology Award and the AFMC Outstanding Business and Contract Clearance Award:

- 70% - Mission Accomplishments/Achievements.
- 20% - Innovation Initiatives/Process Improvements.
- 10% - Professional Development/Awards/Recognitions.

**Figure 1.1. Supplemental Information for Unit Awards.**

SUBJECT: US Air Force Contracting Unit Awards Program

CATEGORY: (State title of nomination category) For Fiscal Year Ending 30 September \_\_\_\_\_.

## Part I -- Identifying Data

Unit Title: (as it should appear on the award plaque) \_\_\_\_\_

Full Unit Mailing Address: \_\_\_\_\_

Unit Role: \_\_\_\_\_

Grade and Name of the Chief of the Contracting Unit: \_\_\_\_\_

Present Grade and Location of the Chief of the Contracting Unit Assigned During the Period of Accomplishment, If Different From Above: \_\_\_\_\_

Part II -- Acknowledgment and Approval by the MAJCOM/FOA/DRU Contracting Division Chief

Signature and Date

Part III -- Proposed Award Citation (summary of accomplishments; may be on a separate page)

*Example:* This unit distinguished itself in its contribution to the success of Operations DESERT SHIELD and DESERT STORM. Especially noteworthy was the fielding of 14 specially modified Con-

tingency Airfield Lighting Systems, the immediate procurement of over 5,300 Aircrew Eye and Respiratory Protection Systems, and the urgent purchase of 26 million dollars worth of chemical protective clothing. Innovative acquisition approaches initiated by this contracting office will set the standard for future source selections.

**Figure 1.2. Supplemental Information for Individual Awards.**

SUBJECT: US Air Force Contracting Individual Awards Program for the Fiscal Year Ending 30 September \_\_\_\_\_.

Part I -- Identifying Data

Category: (State title of nomination category)

Rank or Civilian Grade and Full Name: \_\_\_\_\_

Date of Present Rank or Grade: \_\_\_\_\_

Total Active Federal Military Service or Service Computation Date:

Full Unit Mailing Address \_\_\_\_\_

Unit Role: \_\_\_\_\_

**Part II - Acknowledgment and Approval by the MAJCOM/FOA/DRU Contracting Division Chief**

Signature and Date

**Part III - Proposed Award Citation (summary of accomplishments; may be on a separate page)**

*Example:* (for Secretary of the Air Force Professionalism in Contracting Award) As an instructor and author of contracting articles published in professional magazines and journals, Ms. Smith has fostered the growth and development of others in our field. She is an accomplished contract negotiator with multi-service contracting experience. She achieved superior results on complex programs supporting vital Air Force programs.

*Example:* (for Other Individual Awards) Mr. Jones developed innovative ideas and contracting concepts, resolving long-standing problems affecting mission essential service contracts. He developed an innovative contract for altitude chamber testing that will save the Government \$52,000 and 180 days of pilot down-time annually. In support of Operation DESERT STORM, he restructured contracts for critical services affected by government personnel deployments. The end result was continued excellent support of the Air Force mission.

## Chapter 2

### THE JOHN J. WELCH, JR., AWARD FOR EXCELLENCE IN ACQUISITION MANAGEMENT

**2.1. Description of Award and Eligibility.** This highly prestigious Air Force award for excellence in acquisition management is named after Mr. John J. Welch, Jr., Assistant Secretary of the Air Force for Acquisition from October 1987 to April 1992, in recognition of his significant contributions.

2.1.1. This award focuses on management level achievement through a teamwork approach, rather than on individual recognition, and recognizes achievements during a calendar year. Teams comprised of Air Force military and/or civilian personnel at the program directorate level or below, demonstrating superior management in the acquisition area, are eligible to compete.

2.1.1.1. This award does not apply to the Air Force Secretariat or Air Staff personnel, the Air National Guard, civilian contractor personnel, or foreign military officers.

2.1.1.2. Air Force Program Executive Offices (AFPEO) are categorized and addressed as FOAs and are authorized to participate and submit in that regard. Each AFPEO will review their portfolios and determine if they have a program they wish to submit. Each AFPEO's nomination package will be approved at the AFPEO level, but also will be channeled through, and reviewed by the primary MAJCOM through which that team worked its project.

2.1.1.3. It is emphasized that the Welch Award is not designed to be an organizational award. Nor is it handled administratively as such. Each submitting team will have a proper team name or team title, to include the word "Team", entered in the appropriate identifying block of the AF Form 1206. Submissions which are clearly unit or organizational, e.g., having "Group", "Wing", "Directorate", "Unit", "Division", "Center", "Operations", "Agency", "Command", "Department", and similar title endings on the AF Form 1206 may be viewed as a unit or organizational submit and may be returned immediately without further action or consideration.

2.1.1.3.1. Teams in excess of thirty-five members must request prior approval from SAF/AQ in writing, with complete justification, well before the suspense date, before they will be allowed to submit.

2.1.2. The award consists of:

2.1.2.1. A large wall plaque with the winning team's name engraved on brass plate, on permanent display at the Pentagon, Washington, D.C.

2.1.2.2. A trophy and framed large certificate with citation for the winning MAJCOM, FOA, or DRU team display.

2.1.2.3. Citation certificates for each recipient team member.

2.1.3. Each team member is authorized to wear the Air Force Recognition Ribbon (military) or the Air Force Recognition Lapel Pin (civilian).

**2.2. Evaluation Criteria.** Examples of achievement criteria areas are:

- Developing improved or new management practices.

- Significantly increasing present or future operational effectiveness of a weapon system.
- Reducing cost or time in acquisition.
- Improving weapon system support and readiness for the Air Force.

2.2.1. Present short-term and long-term impact of achievements on the Air Force. Do not use cost savings or securing of contracts as sole reasons for the nomination.

**2.3. Nomination Procedures.** HQ AFMC may submit two nominee packages for the award. Other MAJCOMs, FOAs, and DRUs may submit one nominee package.

2.3.1. Nomination packages will include:

2.3.1.1. A cover letter signed by the commander or equivalent. Multiple or forwarding cover letters will not be accepted.

2.3.1.2. An AF Form 1206 (April 95 version with reverse side) with no more than one typed page on plain bond paper attached, justifying the award. Use a bullet or point paper format, not running narrative. In completing the header portion of the AF Form 1206, use the following information:

- Award: "John J. Welch, Jr., Award for Excellence in Acquisition Management"
- Category: "Team"
- Award period: "For CY 199\_"
- Rank/Name of Nominee: (Team name as it will appear on the award certificate)
- DAFSC/Duty Title: "N/A"
- MAJCOM: (the submitting MAJCOM, FOA, or DRU)
- Unit/Office Symbol/Street Address: (of submitting team. Include complete mailing address.)
- Base/Zip Code: (self-explanatory)
- Telephone: (self-explanatory)
- Rank/Name of Unit Commander: (self-explanatory)

2.3.1.3. A suggested citation, limited to three or four sentences, typed on plain bond paper summarizing the accomplishments. Opening and closing wording for the citation will be appropriate variations of standard Air Force-wide awards, and commensurate with the significance of the achievements being recognized.

2.3.1.4. Names, ranks, SSNs, assigned organizations, and complete mailing addresses of servicing Military Personnel Flights and Civilian Personnel Offices of all team members, listed on separate typed sheet(s) of plain bond paper. Ensure all team members are accounted for and recognized. No names will be added to the nomination package once it is submitted.

2.3.1.5. The list of team members' names, and all biographies of team personnel, if sent along with their nomination package, will remain sealed separately until after selection and approval processes are completed. Biographies and name lists will not be unsealed or reviewed during, or as part of the selection and approval processes. If biographies were not originally included in the winning package, they will be requested immediately following approval and notification, for background information prior to awards ceremony. Each individual biography must not exceed one single-spaced, typewritten page.

2.3.2. Classified material, faxes, memos forwarding multiple cover letters, photographs, sketches, personnel RIPs, published articles, charts, graphs, diagrams, staff summary sheets, interagency routing messages, forwarding memoranda, copies of messages, or other supplementary and supporting documents will not be accepted.

2.3.3. Forward nomination packages without punch holes, staples, or paper clips, through command channels to the Assistant Secretary of the Air Force (Acquisition), Executive Support Branch (SAF/AQE), 1060 Air Force Pentagon, Washington DC, 20330-1060, by the third Friday in February.

2.3.4. If the MAJCOM, FOA, or DRU does not submit nomination packages, send a letter or message to SAF/AQE advising of this.

**2.4. Panel Formation and Selection Process.** The evaluation panel reviews the nominee packages and submits a recommendation to the Secretary of the Air Force and the Air Force Chief of Staff for approval. The Assistant Secretary of the Air Force for Acquisition chairs the evaluation panel which includes four other senior executive officials, or designated alternate, with extensive acquisition experience.

**2.5. Award Presentation.** SAF/AQ announces the award winner and arranges for the Secretary of the Air Force or Air Force Chief of Staff to present the award in the May-June time frame.

**2.6. Travel and Accommodations for Military Members or Department of the Air Force Civilians.** The winning team's organization(s) pays for transportation and accommodations for the award ceremony.

2.6.1. One guest per recipient may also attend. Authorize invitational travel. Refer to the Joint Federal Travel Regulation for instructions and limitations on travel reimbursements for dependents.

**2.7. Award Publicity.** The SAF/AQX Public Affairs unit will provide appropriate publicity after the awards presentation ceremony.

## Chapter 3

### OUTSTANDING CONTRIBUTION TO AIR FORCE COMPETITION AWARDS PROGRAM

**3.1. Awards and Eligibility.** See [Table 3.1](#).

**3.2. Nomination Responsibilities and Procedures.** MAJCOMs, FOAs, and DRUs will submit one nominee for each award identified in [Table 3.1](#). Nomination package will include the front side of an AF Form 1206 (April 1995 automated version with reverse side), with the required supplemental information (see [Figure 3.1](#)) on the reverse side of the AF Form 1206. Submit accompanying citation for each nomination separately on plain bond paper. For the unit and MAJCOM/FOA/DRU awards, the Annual Competition Plan will constitute the award nomination package; a separate nomination package is not required. If not previously submitted to SAF/AQC, the Competition Plans for those units nominated for the unit award will be submitted to SAF/AQC by 20 January. All other nomination packages will be forwarded to the Deputy Assistant Secretary (Contracting), 1060 Air Force Pentagon, Washington DC 20330-1060, by 20 January.

**3.2. (AFMC) Nomination Responsibilities and Procedures .** HQ AFMC/PK direct reporting units may submit one nominee for the first three award categories identified in Table 3.1 (Individual, Team, and Unit). Nomination packages will include a one page narrative on the front side of an AF Form 1206, Nomination for Award, and a one paragraph summary of accomplishments on a separate piece of plain bond paper to be used as an award citation. All nomination packages are due to HQ AFMC/PKX by 31 October.

**3.3. Evaluation Criteria and Format.** See [Figure 3.1](#).

**3.3. (AFMC) Evaluation Criteria and Format .** Signatures on AF Form 1206. The block titled RANK/NAME OF UNIT COMMANDER for signature purposes should be the competition advocate at the Air Logistics Centers and PK at the product and test centers.

**3.4. Evaluation Panel.** The Air Force Competition Advocate (general officer or civilian equivalent) chairs the evaluation panel which includes the Deputy Assistant Secretary (Management Policy and Program Integration)--SAF/AQX, and the Director of Logistics, Plans and Programs--HQ USAF/LGX. The Assistant Secretary of the Air Force for Acquisition approves panel recommendations.

**3.4. (AFMC) Evaluations Panel.** The HQ AFMC/PK selection panel will select the command's award recipients and nominees for Air Force awards based on the criteria contained in the basic Air Force Instruction. Selections and nominations will not be final, however, until approved by HQ AFMC/PK. Unless HQ AFMC/PK specifies otherwise, the selection committee will consist of:

- Chairperson - Deputy Director, HQ AFMC/PK.
- Members - Selected HQ AFMC Division Chiefs and the Command Contracting Superintendent.
- Recorder - HQ AFMC/PKX, Designee.

**3.5. Award Presentation.** The Assistant Secretary of the Air Force for Acquisition announces the award winners and presents the awards in conjunction with the Contracting Awards.



**3.5. (AFMC) Award Presentation.** The Command Competition Advocacy Awards will be presented in conjunction with the command contracting awards at the annual ceremony.

**3.6. Transportation.** The award winners' organizations pay for transportation and accommodations when the awards are presented.

**Table 3.1. Outstanding Contribution to Air Force Competition Awards.**

R	A	B	C	D
U	If the award category	and the type	then the eligibility is	and the MAJCOM/ FOA/
L	is	of award is		DRU may nominate (per
E				category)
1	Outstanding Individual Contribution to Competition	Individual	Military or civilian in any grade or position	1
2	Outstanding Team Contribution to Competition	Team or Group	Any team or group of individuals, military or civilian, in any grade or function	
3	Outstanding Unit Contribution to Competition	Unit	Contracting unit in any Air Force organization	
4	MAJCOM/FOA/DRU Competition Award	Organization	Any MAJCOM, FOA, or DRU	

**Figure 3.1. Evaluation Criteria (for AF Form 1206).** Provide a narrative description of individual, team, unit, or MAJCOM/FOA/DRU achievements according to the following criteria:

Award Category	Criteria
Individual	- Efforts to promote competition and/or practices during the recent fiscal year - 70% commercial - Self-improvement efforts over the course of the individual's career - 20% - Professional qualities (exhibited during most recent fiscal year) - 10%
Team	- Competition and/or commercial practices accomplishments and achievement during the recent fiscal year. Description of the impact on the mission - 70% - Initiatives undertaken to foster competition and/or commercial practices - 30%

Award Category	Criteria
Unit (see NOTE)	- Results of competition programs; initiatives undertaken to promote competition - 50% - Results using commercial practices; initiatives undertaken to promote acquisition of commercial items; and results of efforts to track and remove impediments to acquisition of commercial items -30% - Training, recognition, and improvement programs -20%
MAJCOM/FOA/DRU (see NOTE)	- Results of competition program; initiatives undertaken to promote competition; and results of efforts to track and remove impediments to competition - 50% - Results using commercial practices; initiatives undertaken to promote acquisition of commercial items; and results of efforts to track and remove impediments to acquisition of commercial items - 30% - Training, recognition, and improvement programs -20%

**NOTE:**

The Annual Competition Plan constitutes the nomination package for the unit and MAJCOM/FOA/DRU awards. No separate nomination package is required.

## Chapter 4

## VALUE ENGINEERING AWARDS PROGRAM

**4.1. Awards and Eligibility.** See **Table 4.1**. Awards recognize individuals and organizations whose exceptional use of Value Engineering (VE) techniques reduced costs without degrading quality promoted efficiency.

**4.2. Nomination Responsibilities, Procedures, and format.** SAF/AQ (to include Program Executive Offices), the Air Force Civil Engineer (AF/CE), MAJCOMs, FOAs, and DRUs may submit two nominees in each award category. Submit team nominations where appropriate; however, limit the number of team members nominated to no more than three primary participants. Nomination packages will include a cover letter signed by the command section, Headquarters DCS, or Assistant Secretary, and a fact sheet described in **Figure 4.1**. with a narrative attached. Forward a copy of each nomination to SAF/AQR, 1060 Air Force Pentagon, Washington DC 20330-1060, by the last Friday in October.

**4.3. Evaluation Criteria.** Award selection considerations include: net savings produced; savings as a percentage of the affected overall budget; product, process, and service improvements; contribution to overall VE program growth; uniqueness of idea; cross-functional or inter-agency teaming; integration with other improvement initiatives or activities.

**4.4. Evaluation Panel.** The Deputy Assistant Secretary of the Air Force for Research and Engineering or designated representative chairs the evaluation panel which includes senior military and civilian Air Force officials with extensive knowledge and experience in engineering and acquisition. The Secretary of the Air Force approves the panel's recommendations, and endorses and forwards selected nomination packages to the Department of Defense (DoD).

**4.5. Award Presentation.** Nominating MAJCOMs, FOAs, or DRUs present the Secretary of the air force Achievement Awards. DoD arranges a ceremony in Washington DC for those selected for DoD recognition. The award winner's organization pays for transportation and accommodations for awards ceremonies.

**Table 4.1. Secretary of the Air Force Value Engineering Achievements Awards. See Note 1..**

R	A	B	C	D
U		<b>and the type</b>		<b>and the MAJCOM/</b>
L		<b>of award is</b>		<b>FOA/DRU may</b>
E	<b>If the award category is</b>	<b>(see note 2)</b>	<b>then the eligibility is</b>	<b>nominate</b>
1	Outstanding Air Force Value Engineering System, Product, or Materiel Manager (Select One)	Individual	All military and civilian managers excluding managers of VE program	2

R U L E	A	B	C	D
2	If the award category is Outstanding Value Engineering Individual Achievement	and the type of award is (see note 2)	then the eligibility is All military and civil- ian personnel	and the MAJCOM/ FOA/DRU may nominate
3	Outstanding Value Engineering Professional		All VE military and civilian program managers	
4	Outstanding Value Engineering Procurement or Contract Administrator		All Air Force mili- tary and civilian pro- curement and contract administra- tors	
5	Outstanding Value Engineering Field Organization	Unit	All	
6	Outstanding Value Engineering Installation	Installation	All Air Force instal- lations	
7	Outstanding Air Force Value Engineering Contractor	Company	All Air Force con- tractors	

**NOTES:**

1. The number awarded for each category is one.
2. Teams may be nominated for individuals awards. Team nominations will be limited to three primary participants.

**Figure 4.1. Secretary of the Air Force Value Engineering Achievement Award--Fact Sheet guidance.**

**Fiscal Year:**

**Award Category:**

**Submitting Activity:**

**Nominee:**

- Name
- Title
- Social Security Number (for individuals & team-members)
- Location (for field commands, installations, & contractors)

- Mailing Address
- telephone Number

**Nominee award history:** Was nominee selected as a VE award winner within past two fiscal years?

**Reference questions about nomination:**

**Command Reference:**

- Name
- title
- telephone Number

**Contracting Reference:**

- Name
- title
- telephone Number

**Achievement Description**

- Savings/Cost Avoidances - Identify net three-year savings (current fiscal year's actual savings and the two subsequent years projected savings); savings as a percent of reported procurement budget; and return on VE investment. How were savings validated? Are there documented case files?
- Product/Product Service Improvement - Description may include but is not limited to: customer satisfaction; quality; performance; reliability; maintainability; operations and support savings; effectiveness; efficiency; or cycle time reduction.
- VE Program Management - Description may include but is not limited to: leadership, program growth, new activity, institutionalization of VE application or methodology, scope of potential application, innovation, proactivity, cross-functional or inter-agency teaming, or integration/support of other improvement initiatives/activities.

**Summary of Significant VE Proposals or VE Change Proposals**

Succinctly (no more than one additional page for each) describe up to three VE Proposals or VE Change Proposals associated with the nominee. Include identifying number, title, description, net cost savings/cost avoidances to the Air Force, and other benefits.

GEORGE K. MUELLNER, Lt General, USAF  
Principal Deputy, Assistant Secretary of the Air Force  
for Acquisition